

SIMPLE PERMITS APPLICATION AND TRACKING SYSTEM (SPATS) BLANKET PERMIT ATTACHMENT

I. SPECIAL PROVISIONS

A. GUIDELINES FOR THE USE OF SPATS

Only the following activities (single day) are permissible through SPATS:

1. Excavations in the County road right of way for minor service connections and repair or maintenance of existing service lines. Excavations shall not exceed 3 cuts per one block, 100 sq. ft. area in aggregate and/or 20' in length or 5' in width.
2. Perform a utility service repair or utility maintenance within the County road right of way not to exceed one day in duration.
3. Access to hand holes, meter boxes, valve covers, manholes, or vaults within the County road right of way for routine maintenance.
4. Access to street light and utility poles within the County road right of way for routine maintenance of appurtenances or repairs.

The following activities are **not** permissible through SPATS and will require a standard over the counter permit:

1. Installation of new facilities or service lines.
2. Installation, relocation, or replacement of any street light or utility pole.
3. Work performed outside of normal inspection hours (Monday – Friday, 8:00 AM – 4:30 PM excluding holidays).
4. Grade adjustments to manholes and vaults.
5. Any work requiring multiple lane closures or full road closures.

B. APPLICATION REQUIREMENTS – SPATS permit (service cut) applications must be filled out completely.

1. SPATS applications that do not contain valid addresses, appropriate street segments, and Thomas Guide map page numbers and grids may result in a delay in processing and, in some cases, may cause the application to be denied.
2. Enter an Underground Service Alert (USA) validation number for excavation work.

C. EMERGENCY WORK (LACC 16.18.130) – Emergency work performed will require a standard or SPATS permit to be secured no later than the next business day.

D. WORK NOTIFICATION INSPECTIONS – The permittee must notify the appropriate permit office to schedule an inspection at least 24 hours before starting work. Notifications received after 12 noon will result in the scheduling of inspection on the second business day. Failure to notify the office before starting work will result in additional fees and/or inspection charges.

1. Inspections may be cancelled or postponed with prior notice provided the applicant contacts the field office prior to 8:30am the same day of scheduled work.
2. Final pavement repair must be completed 30 days after the work is completed.
3. The permittee is required to notify the local permit office immediately following completion of all work, including restoration. SPATS permits will be closed following a field review and acceptance by a county inspector. Failure to notify the permit office will result in additional fees and/or inspection charges.

E. PERMIT EXPIRATION AND EXTENSION (LACC 16.08.110) – Permit will expire if work has not commenced within 60 days from the date of permit issuance. A onetime extension of 60 days may be granted if the permittee provides a reasonable explanation for the cause of delay. The permittee must contact the jurisdictional permit office to request the extension in writing prior to permit expiration. If the permit is allowed to expire, the permit will be closed and the permittee will be billed at the current inspection rate. The permittee will be required to submit a new application prior to scheduled work. Standard inspection fees will apply.

F. BILLING AND PAYMENTS (LACC 16.14.050) – Permittees will be invoiced for inspection fees at the current rate of inspection. All invoices shall be paid within 30 days of receipt. Failure to pay invoices within this time limit may result in suspension of permit issuance.

1. The permittee is responsible to immediately notify the County of all discrepancies or disputes so we may investigate, resolve, or clarify any billing errors or questions.
2. Discrepancies or disputes shall be noted on the invoice and the disputed charges may be deducted from the total amount due. A copy of the invoice, detailed discrepancies or disputes, shall be included when remitting payment.
3. The utility company shall remain responsible for any outstanding balance until notified otherwise by the County.
4. Copies of invoices can be obtained by contacting our Fiscal Division customer assistance section at (626) 458-5990 or at the following link: <http://dpw.lacounty.gov/financial/invstat/Default.aspx>.

G. WORK DEFICIENCY – Permittee's failure to comply with the provisions of this blanket permit attachment shall be subject to the following:

1. Suspension of privileges to use SPATS or revocation of the annual blanket permits allowing access to SPATS.

II. GENERAL PROVISIONS

A. TRAFFIC CONTROL REQUIREMENTS (LACC 16.06.090) – All traffic control must follow the current edition of the California Manual of Uniform Traffic Control Devices (MUTCD).

B. MORATORIUM

1. A two-year restriction on pavement cuts following pavement resurfacing or reconstruction is enforced prohibiting the issuance of road permits except to satisfy the needs of health, fire protection and public welfare.
2. Approved emergency excavations must be repaired to the satisfaction of the County which may include significantly expanded limits of restoration.

C. RIGHT OF WAY SAFEGUARDING AND RESTORATION (LACC 16.06.080, 16.06.070) – Whenever utility repairs or maintenance is performed under a permit where any part of the highway facility is removed or disturbed, it shall be repaired, restored and replaced with the following requirements:

1. Permittee is responsible to implement and maintain Best Management Practices (BMP) and is required to comply with Federal, State and local regulations. The BMP attachment can be found at the following link: https://dpw.lacounty.gov/SPATS/public/spatsfaq/forms/BMP_Acknowledgement_and_Attach.pdf
2. Excavations 2' wide or less shall be backfilled with controlled low strength material (CLSM) conforming to the Standard Specifications for Public Works Construction (Greenbook) Section 201-1.1.2(A) for trench backfill.
3. Backfill and restoration shall conform to the Greenbook Section 306-1.3.0 and 306-1.5.2.

D. TRENCH RESTORATION – Upon request, the permittee shall submit compaction test results (non-slurry backfilled trenches), material tickets, soils reports, and any other pertinent information related to the restoration of the road right of way.

E. AUTHORIZED CONTRACTORS – Permittees shall provide a listing of authorized contractors and/or subcontractors responsible for performing utility work and road right of way restoration. Whenever contractors are used, their insurance documentation shall conform to the County's insurance standards and be submitted to the field office performing the inspection.

If you have any questions about what type of permit is appropriate or questions about the process, please call any of our Permit Technicians or Head Inspectors at the appropriate field office or contact our Headquarters permit counter.

Permit Office 1 – Baldwin Park

Telephone: (626) 338 – 9515

Fax: (626) 814 – 1763

Permit Office 2 – Valencia

Telephone: (661) 222 – 2948

Fax: (661) 222 – 2952

Permit Office 3 – Westchester

Telephone: (310) 649 – 6300

Fax: (310) 215 – 3952

Permit Office 4 – Hollydale

Telephone: (562) 869 – 0218

Fax: (562) 869 – 2895

Permit Office 5 – Palmdale

Telephone: (661) 947 – 4151

Fax: (661) 947 – 5022

Permit Office 6 – Headquarters Permit Counter

Telephone: (626) 458 – 3127

Fax: (626) 576 – 7739